



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

EXECUTIVE COMMITTEE MEETING MINUTES

February 1, 2010

Approved
3/1/2010

MEMBERS PRESENT	MEMBERS ABSENT	MEMBERS ABSENT, CONT.	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Anthony Braswell, <i>Co-Chair</i>	Carla Bailey, <i>Co-Chair</i>	Kathy Watt	None	Jane Nachazel
Al Ballesteros	Nettie DeAugustine	Fariba Younai		Dawn McClendon
Eric Daar	Jeff Goodman			Glenda Pinney
Whitney Engeran-Cordova	Lee Kochems		PUBLIC	Jim Stewart
Michael Johnson	Brad Land			Craig Vincent-Jones
	Angélica Palmeros		Miki Jackson	Nicole Werner
	Mario Pérez		Dean Page	

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 2/1/2010
- 2) **Minutes:** Executive Committee Meeting, 9/28/2009
- 3) **Minutes:** Executive Committee Meeting, 11/2/2009

1. **CALL TO ORDER:** Mr. Braswell called the meeting to order at 10:30 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the 9/28/2009 and 11/2/2009 Executive Committee Meeting minutes, as presented (*Postponed*).
4. **PARLIAMENTARIAN REMARKS:** There were no remarks.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
8. **CO-CHAIRS' REPORT:**
 - A. **Succession Planning:**
 - Mr. Vincent-Jones noted there were meetings some years ago on transitioning for the Executive Director (ED) position.
 - Unlike private industry, County positions are governed by civil service rules and other regulations. Ms. Pinney is Assistant Director for temporary purposes, but anyone in the County would have to apply for permanent appointment.
 - Mr. Vincent-Jones' selection/appointment process took one year, including a nationwide search. The Department of Human Resources generally takes two to three months to develop the bulletin and conducts the applicant search.
 - Sachi Hamai, Executive Officer, has delegated supervision of the Commission ED to Patrick Ogawa, Chief Deputy. The Executive Office's Commission Services handles smaller commissions, so would probably not be involved. A commission study suggested the Commission on HIV might move to the Chief Executive Office as it is an administrative commission which handles money. That is unlikely in the near term, but may affect the process.

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- ➡ It was agreed to develop a manual with steps to take when the ED leaves or takes a prolonged absence to ensure work continues, institutional memory is preserved and the Commission's role is not diminished.
- ➡ Agreed to re-initiate succession planning starting with material from the previous work group. Develop plan by 6/1/2010 with attention to different issues presented by a permanent or short-term absence.

9. **EXECUTIVE DIRECTOR'S REPORT:** There were no additional comments.

10. **OAPP REPORT:**

- Mr. Vincent-Jones said attendance at Standards of Care had been an issue as those attending were not always those needed for optimal communication. Carlos Vega-Matos is now assigned and attending regularly. Jennifer Sayles's attendance has been spotty.
- Kyle Baker always attends Joint Public Policy. Either Michael Green and/or Juhua Wu attend Priorities and Planning. Dr. Green has not been attending Operations has cancelled the last few meetings.
- ➡ Mr. Vincent-Jones will check with Mr. Pérez on his availability for the Executive Committee.

11. **HIV EPIDEMIOLOGY REPORT:**

- Mr. Vincent-Jones said there will be an update at the Commission meeting on State Office of AIDS (OA) surveillance work. Funds may be cut and OA is not current on eHARS. OA might also attempt to keep some of the CDC surveillance funds usually distributed to local jurisdictions. That is consistent with OA efforts last year to divert all direct CDC funds from Los Angeles and San Francisco.
- OA does direct surveillance in some smaller jurisdictions and compiles statewide data to report to the CDC.
- The County could seek to report directly to the CDC. It accounts for 40% of cases statewide and 75% in Southern California.
- ➡ Mr. Vincent-Jones will follow-up with Douglas Frye and email any critical information to the Committee.

12. **PREVENTION PLANNING COMMITTEE (PPC) REPORT:** There was no report.

13. **CONSUMER CAUCUS REPORT:**

- Mr. Johnson noted good attendance including a 70 year-old consumer interested in applying. Mr. Pérez contributed actively.
- The next "Meet the Grantee" meetings will be in SPAs 4/5 and a second in SPAs 6/8.

14. **STANDING COMMITTEE REPORTS:**

A. **Standards of Care (SOC):**

1. **Standards of Care:** The Medical Outpatient Standard of Care will be presented to the Commission for approval.
2. **Evaluation of Service Effectiveness:** All but one component have been determined. The Commission and OAPP will present a revised plan. OAPP will be collecting most of its data over the next six months.

B. **Operations:**

- Most outstanding renewal applications have been received. There are vacancies but, being under the Latino(a) threshold, consumer seats will be held until the requirement is met. One interview is planned. Outreach and training remain a focus.
- At-Large Executive Committee nominations will be opened at the February Commission meeting.

C. **Priorities and Planning (P&P):**

- P&P has planned its Priority- and Allocation-Setting process schedule and will release a brief describing it shortly.
- Mr. Vincent-Jones reported other upcoming Program/Planning Briefs will be on immigration issues and MHRSA.

D. **Joint Public Policy (JPP):**

1. **State Budget 2010/11:** Julie Cross, Benefits Consultant, will offer a Commission update including on ADAP advocacy.
2. **Health Reform:** Ms. Cross will also report on Health Reform at the February Commission meeting.

15. **NEXT STEPS:** There was no discussion.

16. **ANNOUNCEMENTS:**

- Mr. Johnson noted the PPP clinic expansion was approved by the Board. There will be 81 new public-private clinics.
- HIPAA business associate requirements have changed. The County will distribute updates before the 2/17/2010 deadline.

17. **ADJOURNMENT:** The meeting was adjourned at 11:15 am.